

Administrative Analyst I/II
City of Milpitas
Supplemental Qualifications Questionnaire

Be sure to answer all the questions completely and accurately. Describe specific, relevant examples from your background. OMITTED INFORMATION CANNOT BE CONSIDERED OR ASSUMED.

Please limit your response to one (1) page per question. Type or clearly print your response and state your name, date, and title, "Administrative Analyst I/II on each page.

1. As it relates to Human Resources list any research and/or analysis you have done and the methodology you utilized.
2. State the places of employment, positions titles, and your length of employment specifically related to Human Resources functions.
3. List any recruitment and/or classification and compensation studies you have done and the level of your involvement.
4. Describe your experience in interpreting and analyzing contracts, especially labor contracts.
5. Detail your experience with disciplinary issues and/or grievances and your role in the process.
6. Describe a particularly difficult project to which you were assigned. State how you approached the project and its outcome. Be specific.
7. Explain the types of programs/classes and methods you developed to keep employees informed on upcoming required trainings
8. Describe any experience you have managing employee benefits.